

Change of Information Checklist

1. Update 'VFC Change of Information Form' in KSWebIZ – instructions attached
2. Complete learning modules for new contact
 - a. Vaccines for Children (VFC)
 - b. Vaccine Storage and Handling

Learning Modules can be accessed at:

<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

Instructions for printing certificate can be found at:

<http://www.cdc.gov/vaccines/ed/downloads/ce-credit-steps.pdf>

3. Send in Certificates
 - a. Fax: 785-291-3142 or
 - b. Email: immregistry@kdheks.gov
4. Register for a token if needed– instructions attached
5. Register for IV-4 – Please reach out to your IV-4 primary contact for assistance in setting up your account.